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OCT 30
1953

MEMORANDUM FOR : Assistant Director (Personnel)

SUBJECT : T/O for the Cable Secretariat-Message
Center, Office of the Director

REFERENCE : Memo dtd 21 Oct. '53, subject as above,
fr Assistant Director (Personnel) to
Deputy Director (Administration)

1. In accordance with recommendations contained in paragraph 3 of reference, submitted herewith for your consideration is a proposed revised T/O for the Cable Secretariat. The revision is based on experience gained during the past twelve months of operating under a tentative ceiling of ■ personnel. The proposed T/O has been adjusted downward to reflect the transfer, during August 1953, of three positions together with the responsibility for the processing of non-CIA cables to DD/P-FI/RQM/OIS. It also takes into consideration the assumption by the Cable Secretary during July 1953 of the responsibility for furnishing DD/I with all intelligence contained in cables, and the transfer in August 1953 of the responsibility for administrative support from the Administrative Staff, Office of Communications, to the Cable Secretariat.

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2. It is believed that the proposed T/O of ■ personnel will prove adequate to perform our mission provided we may continue our present arrangement with the Personnel Office which permits us to recruit GS-3 and GS-4 typists, mail clerks and couriers to the extent of 10% over ceiling to provide for normal attrition.

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3. Tab A is a definition of the mission and functions of the Cable Secretariat.

Tab B is a copy of the existing T/O.

Tab C is a copy of the proposed revised T/O, together with supporting data for the changes as noted.

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Tab D contains revised and complete job sheets for the T/O.

Tab E is an organizational chart of the Cable Secretariat.

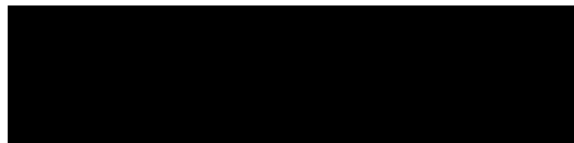
Tab F is a functional flow chart illustrating work flow in the Message Center.

Tab G is a tabulation of position changes reflected in the proposed T/O.

Tab H is a tabulation of budget changes reflected in the proposed T/O.

Tab I shows a theoretical disposition of the force over a twenty-four hour working day.

Tab J is the justification for a specific and continuing amount of overtime.



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Executive Assistant to the Director

Attachments: As mentioned in Para 3

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ORIGINAL DOCUMENT MISSING PAGE(S):

Tab's A, B & C